

 When you change any of your personal information, you will need to have your DTS profile updated.



 What kind of information are we talking about?

New Government Travel Card

New Bank Account

New Home Address

New Unit



 Before you go in DTS and start attempting to make changes, you need to know that only your DTA can update your profile.



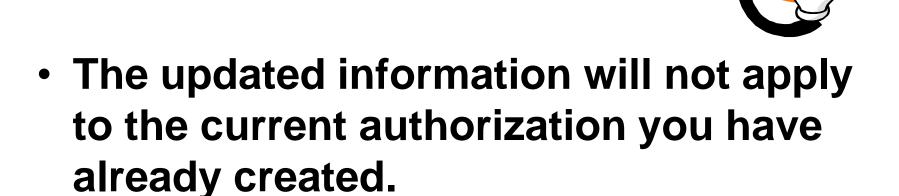
 You also need to be aware that you must make those changes before you begin a new authorization.



"Why does that matter" you ask?



Where did I put my \$\$





 The NEXT time you create an Authorization, the new profile information will apply.



 So, the moral of this story is: Contact your DTA immediately and get your profile corrected!